

HUMAN RESOURCES MEMORANDUM 23-015		DATE ISSUED: 9/25/2023
SUBJECT: ANNUAL POST AND BID TO OTHER LOCATIONS-BARGAINING UNIT 13 - RANK AND FILE (R13)		REFERENCE: Bargaining Unit 13 MOU
TO: Employee Resource Liaisons and Attendance Clerks		SUPERCEDES: HR Memo 22-019

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH ALL BARGAINING UNIT 13 EMPLOYEES

Purpose

The purpose of this Human Resources Memorandum (HR Memo) is to provide information about the annual post and bid to other locations for Bargaining Unit (BU) 13 bidding period from October 1, 2023, through October 31, 2023. Bids become effective January 1, 2024, through December 31, 2024.

Overview

Post and Bid is a provision covered under the Memorandum of Understanding (MOU), which gives permanent full-time rank-and-file employees, who have completed their probationary period, the mandatory right to transfer to another position, when a vacancy occurs within their classification in the department, based on seniority.

Please note, a vacancy shall be deemed to exist when a position is unoccupied as a result of retirement, transfer, termination, resignation, death, reassignment, new position, promotion, change in tenure to permanent, or new funding and the employer decides to fill it.

Please refer to the BU 13 Post and Bid Provisions included on page 4 of this memorandum, and the Department of General Services (DGS) [Post and Bid Reassignment/ Transfer Request form](#) (DGS OHR 513) for additional information on this process.

Local Work Locations

The local work locations identified for this process include Fresno, Los Angeles, Oakland, Redding, Sacramento, San Bernardino, Riverside, San Diego, San Francisco, San Jose, Santa Ana, Santa Rosa, Stockton, and Van Nuys.

Other Locations Post and Bid

Eligibility Process

A list is established for each class by designated work location for this process.

Eligible employees desiring a bid to a different plant within their department must submit a [Post and Bid Reassignment/Transfer Request form](#) (DGS OHR 513) during the annual open bidding period held from October 1, 2023, through October 31,

2023. Bids become effective January 1, 2024, through December 31, 2024. Bid requests shall be kept on file for twelve (12) months. Employees should only bid for work location(s) to which they want to transfer.

Bid Reassignment/Transfer Request Form

The Other Locations Post and Bid packages will be **mailed by the Office of Human Resources (OHR) to the eligible employees' current mailing address on file via the United States Postal Service (USPS) by close of business September 29, 2023**. Packages include a blank Post and Bid Reassignment/Transfer Request form, a copy of this HR Memo, and a paid postage envelope to mail the completed Post and Bid form to OHR.

If an eligible employee does not receive the Post and Bid package through the mail via USPS, the employee will contact the hiring program's Employee Resource Liaison (ERL). The ERL will verify the employee's mailing address with the Attendance Clerk. Once the address has been verified, the ERL must contact their assigned [Classification & Certification \(C&C\) Analyst](#) to verify if the employee is eligible for Post and Bid before mailing a package via USPS to the employee.

The completed Post and Bid Reassignment/Transfer Request form should be returned to OHR by using the pre-paid postage envelope that was included in the Post and Bid package that was sent to the employee's mailing address.

The Post and Bid Reassignment/Transfer Request form should be

Emailed to:

The DGS Human Resources inbox dgshumanresources@dgs.ca.gov

Mailed to:

Office of Human Resources
Post and Bid BU13
P. O. Box 989052 (MS 402)
West Sacramento, CA 95798-9052

Or hand delivered to:

Office of Human Resources
Post and Bid BU13
707 Third Street, 7th Floor
West Sacramento, CA 95605

The form must be delivered or received (postmarked) on or before October 31, 2023.

Post and Bid Reassignment/Transfer Request List

A list shall be developed within sixty (60) working days following October 31, 2023. This list will reflect all bidders who have requested to be placed on the Post and Bid lists for locations other than their local plant.

OHR will calculate seniority based on greatest amount of “bargaining unit seniority”, in accordance with BU 13 Article 14 Post and Bid.

To resolve any seniority ties, the following will be the order of tiebreakers:

Local Work Locations

1. If tied, seniority in the classification within the Department.
2. If tied, seniority in the classification within BU 13.
3. If tied, drawing. Each person writes name on paper and places in a container. A neutral person, non-manager, non-supervisor, and non-interested party in the selection process will draw a name from the container. The order of names drawn is the order of seniority for filling that position.

Transfers from Other Plants

1. If tied, seniority in the classification within the Department.
2. If tied, combined seniority of all classifications held within BU 13 within the department.
3. If tied, drawing. Each person writes name on paper and places in a container. A neutral person, non-manager, non-supervisor, and non-interested party in the selection process will draw a name from the container. The order of names drawn is the order of seniority for filling that position.

Employees should contact their ERL to resolve discrepancies in seniority scores. The ERL will work with their assigned C&C analyst to resolve the discrepancy.

Selection

If no employees in the local plant/work location submit a bid for the advertised vacant position, employees from outside the local plant will be contacted.

Questions

If employees have questions regarding the information in this memorandum, please contact the Employee Resource Liaison.

If Employee Resource Liaisons have questions regarding the information in this memorandum, please contact the assigned C&C Analyst.

JENNIFER GOTHIER, Personnel Officer
Office of Human Resources

Attachments:

BU 13 Provisions

[Post and Bid Reassignment/Transfer Request form](#) (DGS OHR 513)

HR Memo 23-015 (9/25/2023)

BU 13 POST AND BID PROVISIONS

State Restriction of Appointment (SROA) or Surplus Status

Employees who work at departments that have been identified as surplus or placed on the SROA list and have responded “interested” on a contact letter, must be interviewed for the position. Candidates on SROA or surplus will be considered before the Local and Outside Post and Bid process.

Mandatory Placement

The parties recognize that the Post and Bid process shall not contravene employee rights to mandatory reinstatement or placement as required by Government Code.

Requisite Skills and Abilities

Employees placed under the Post and Bid provisions must possess the requisite skills and abilities of the vacant position.

Discipline/Substandard Review

Any employee who has a sustained major discipline, such as adverse action, within the last twelve (12) months, may, at the discretion of the employer, not be considered for transfer under the provisions of post and bid.

Employee and Management Procedures

Please refer to the “Employee Procedures” and “Manager Procedures” sections of the Post and Bid Reassignment/Transfer Request form for additional information on Employee and Management Procedures.

Annual Bidding Period Notification

OHR shall be responsible for the following:

1. Preparing the Human Resources Memorandum announcing the annual outside local work location bidding period which is held from October 1 through October 31 of each year.
2. Preparing and mailing the Post and Bid packages to each eligible employee. A Post and Bid package will be provided to eligible employees who did not receive a bidding package through the mail.
3. Maintaining a log of employees who were sent a Post and Bid package to verify where the package was sent.